

DELAWARE DEPARTMENT OF JUSTICE

Job Opening

PLEASE NOTE: *We currently have two Special Investigator vacancies in the Consumer Protection Unit, one in Kent County and this one in New Castle County. If you applied for the Kent County position AND want to be considered as well for this New Castle County position, you do not need to re-submit your interest. However, you do need to inform the Department of your interest via electronic mail either internally to the Director of Human Resources or externally to the DOJ HR mailbox where you initially submitted interest.*

Opening Date: September 28, 2017

Closing Date: October 5, 2017

Special Investigator

Fraud & Consumer Protection Division, Consumer Protection Unit

New Castle County

Job Responsibilities and Duties:

Incumbent will conduct investigations which include suspect interviews, witness interviews, assisting Deputy Attorneys General in the presentation of cases to State and Federal Courts. Will prepare and submit timely reports of investigations, which summarize results of Consumer Protection investigations as well as quarterly case progress reports. Will maintain professional liaisons and strong lines of communications and coordination with all law enforcement and regulatory agencies in the State, which record, investigate or review allegations of Consumer Fraud. Will provide Court testimony for State and Federal Courts as needed. Will identify training opportunities and training needs for Consumer Investigators, law enforcement, community groups, etc. Will assist with Consumer Protection Unit community outreach programs. Will maintain an effective level of communication and coordination with all other Consumer Special Investigators and Prosecutors. Will maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, Firearms and other areas of expertise, as necessary. Will conduct an effective level of case management including timely reports, case reviews with the Unit's Prosecutors and Chief Investigator and case closures. Will travel statewide when necessary.

Minimum Qualifications:

1. Substantial experience as a Law Enforcement Officer.
2. Ability to work independently or in a team to investigate complex and difficult cases.
3. Ability to prepare comprehensive investigative reports for review by a Deputy Attorney General for civil and criminal complaints.
4. Ability to qualify and carry a weapon.
5. Strong written and verbal communication skills.
6. Current Council on Police Training (COPT) Certificate or recent COPT certification.
7. Familiarity with Microsoft Office (Word, Excel, PowerPoint), DELJIS, NCIC, and LEISS.
8. Possession of a valid driver's license.
9. Willingness to travel and attend various training opportunities as needed.

Desired:

Spoken and written fluency in Spanish.

Internal applicants: Please send an updated Resume or summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6th Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.